

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1146

**TITLE:** MANAGEMENT AND BUDGET DIRECTOR

**GRADE:** E-12

**DEFINITION:**

Under direction of the County Executive to formulate and administer the County's operating budgets, to develop and formulate recommendations regarding the organization and administration of operating programs and the data processing systems analysis functions; and to do related work as required.

**TYPICAL TASKS:**

Directs the development of forms and instructions for the preparation of department budget requests and work programs;

Develops and maintains a set of management indices to aid management communication and decision making;

Performs manpower requirement validation studies, directs the preparation and presentation of the recommended budget;

Directs the administration of the budget following adoption;

Conducts internal audits;

Develops and coordinates the County's five year financial plan;

As requested, conducts studies of County or departmental systems, organizes accounting methods, space requirements, equipment and procedures;

Directs systems design and programming for approved data processing applications, prepares or supervises the preparation of administrative reports and recommendations.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the principles, methods and problems of organization and management;

Knowledge of public finance, including auditing, accounting and budgeting;

Ability to conduct complex systems and procedures studies including data processing;

Ability to plan and carry out an effective program of budgetary preparation, analysis and administration;

Ability to guide and direct subordinates in accomplishing detailed technical analyses;

Ability to make effective oral presentations and to prepare written reports.

**EMPLOYMENT STANDARDS:**

Graduation from college and six years of increasingly responsible experience in government management, budgetary analysis and data processing work.

**NECESSARY SPECIAL REQUIREMENTS:**

This position, because it is one with financial responsibility, will be subject to a criminal history record check and credit check as a condition of hiring and periodically thereafter. Applicant or employee will be required to submit a request for a criminal history record check and credit check to the appropriate agency. **Applicants/employee in this position must demonstrate financial responsibility in personal finances as a condition of employment.**

REVISED:

April 16, 2002